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# AGREEMENT

by and between the  
**SUPERINTENDENT OF SCHOOLS**

of the  
**SCHENEVUS CENTRAL  
SCHOOL DISTRICT**

and  
**CSEA, Local 1000 AFSCME,  
AFL-CIO**

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NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD



Schenevus CSD Unit #8103  
Otsego County Local 839

**July 1, 2006 - June 30, 2010**

**This page is not part of the CSEA Contract**

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(607) 638-9329**

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**CSEA Web Page: [www.cseainc.org](http://www.cseainc.org)**

**Civil Service Test Prep Booklets  
Cost \$3 per Book  
Call CSEA 1-800-342-4146 ask for the LEAP Dept.**

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[csealocal1000.net](http://csealocal1000.net)**

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## **ARTICLE I** **RECOGNITION**

The Schenevus Central School District recognizes the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO, the recognized union, as the sole and exclusive representative for collective negotiations with respect to salaries, wages, hours and all other terms and conditions of employment for the employees in the bargaining unit as defined in Article XXI.

## **ARTICLE II** **TERM OF CONTRACT**

This contract will be in effect from July 1, 2006 through June 30, 2010. Negotiations for the following contract shall be started by February 15 prior to the expiration date. Failure to meet this date shall not affect the duty of both parties to meet and negotiate in accordance with the law.

## **ARTICLE III** **SALARIES**

- A. All employees returning for the 2006-2007 school year will receive a 4.25% increase on their previous year's base salary effective July 1, 2006.

All employees returning for the 2007-2008 school year will receive a 4.25% increase on their previous year's base salary effective July 1, 2007.

All employees returning for the 2008-2009 school year will receive a 4.5% increase on their previous year's base salary effective July 1, 2008.

All employees returning for the 2009-2010 school year will receive a 4.5% increase on their previous year's base salary effective July 1, 2009.

The Hiring Steps for 12 Month Employees will remain at the 2005/2006 Amounts.

The Hiring Steps for 10 Month Employees will remain at the 2005/2006 amounts through June 30, 2008. The Hiring Steps for 10 Month Employees will increase by 4.5% on July 1, 2008, and will increase by 4.5% on July 1, 2009.

- B. All new substitutes will be paid an hourly rate based on Step #1 of the "New Hire" schedule in the job title for which they are hired. Returning substitutes will receive salary increases according to Article III Section A.
- C. An employee who is newly hired in the District shall be placed on Steps 1, 2, or 3 at the time of hire depending on his/her experience and ability; said placement shall be at the sole discretion of the Superintendent based upon his/her evaluation of said experience and ability.

Promotional Rule:

Any employee who is promoted to a higher level position in his/her specialty area (i.e. Cleaner to Maintenance Person, Teacher Aide to Teacher Assistant, Account Clerk Typist to Stenographer) shall receive a guaranteed minimum increase of \$400. If that employee is off-schedule, he/she shall immediately upon promotion have \$400 added to his/her annual salary, and shall then receive annual percentage or dollar increases per the terms and conditions of the bargaining unit agreement with the Schenevus Central School District.

- D. Drivers who store buses in a garage will be paid one hundred thirty-two dollars (\$132.00) a year.
- E. Regular Runs
  - 1. Regular runs are defined as those runs in which students are transported to and from regular, B.O.C.E.S., special education or private school classes on all those days when those programs are in regular session.
  - 2. Compensation for regular runs will be paid at the full driver's annual contract salary rate specified in the attached schedule. Compensation for any regular run which requires more than two and one-half (2.5) hours daily to complete shall be compensated to the nearest one-half (1/2) of an hour as follows:
    - 2.5 to 3.0 Hours - Annual Contract Salary x 1.25
    - 3.0 to 3.5 Hours - Annual Contract Salary x 1.50
    - 3.5 to 4.0 Hours - Annual Contract Salary x 1.75
    - 4.0 to 4.5 Hours - Annual Contract Salary x 2.00
    - Over 4.5 hours -- Annual Contract Salary prorated according to the above schedule.

3. Any regular run which begins after the initial opening day of school will be compensated at a pro-rata basis.
4. A regular run may be initiated or ended by the District at any time during the school year upon determination that it is no longer necessary to meet student transportation needs.

F. Special Runs

Special runs shall be defined as those in which students are transported to and/or from sports, field trips, concerts or similar extracurricular activities approved by the District. Compensation for special runs with "standing time" will be at the rate of:

- \$11.70 per hour effective 7/1/06
- \$12.22 per hour effective 7/1/07
- \$12.77 per hour effective 7/1/08
- \$13.36 per hour effective 7/1/09

for all drivers with a minimum of two (2) hours' pay. Standing time will be included in computing total pay for special runs. Compensation for special runs without standing time will be paid at the driver's regular hourly rate (i.e. 1/360 times (x) annual salary).

The assignment of special runs will be made on a rotating basis. A current list of regular full time drivers and driver/cleaners, indicating the order of assignment, will remain posted in a public place at the garage. The posting will be updated on a weekly basis.

Each year the initial rotation list will be in order of seniority with the most senior full time driver, driver/cleaner on the top of the list. When the District wishes to make an assignment, it will make the assignment from the top of the list. If the driver, driver/cleaner accepts or declines the assignment, his/her name goes to the bottom of the list.

If the District is unable to contact the bus driver, the next bus driver on the list will be assigned. The skipped bus driver's name remains at the top of the list and that driver will be offered the next assignment.

- G. All raises will become effective July 1st of each year of the contract.



H. Full-time employees shall be paid time and one-half of their regular straight-time rate for all hours worked in excess of forty (40) hours per week. Sick leave, personal leave, vacation time and holiday time shall be considered time worked for the purpose of computing overtime.

I. In the event that the District assigns a Cleaner to work an alternate shift, he/she shall be paid a differential of:

\$0.63 per hour effective 7/1/06

\$0.66 per hour effective 7/1/07

\$0.69 per hour effective 7/1/08

\$0.72 per hour effective 7/1/09

for each hour worked after 10:00 pm or before 6:00 am.

J. Longevity:

Effective July 1, 2006 employees will receive a \$250 longevity payment added to their base pay on the July 1<sup>st</sup> following their fourth anniversary date. Employees will receive a \$500 longevity payment added to their base pay on the July 1<sup>st</sup> following their ninth anniversary date. The District will prorate this increase for part time employees by using the full time weekly hours for employees in the same title and divide it by the part time weekly hours and multiply by the longevity. (Example - An employee who works twenty hours per week in a title where the full time equivalent is forty hours per week would have their longevity prorated as follows:  $20/40$  times \$250 = \$125.)

Effective July 1, 2006 employees who have already passed their fourth and ninth anniversaries will receive the difference in increase as stated above. (Examples: An employee who has worked for 7 years will receive the \$250 longevity effective 7/1/06. An employee who has worked for 12 years and already received a \$250 longevity, will receive  $\$250 + \$500 - \$250$  (already received) = \$500).

#### ARTICLE IV WORKWEEK/WORKDAY

A. The established work schedule shall not be changed without the consent of the employees affected, except in an emergency or with reasonable advance notice and consultation. Such emergency is determined by the school administration and/or school Board. Teaching Assistants will be

regularly scheduled in a manner that best meets the instructional needs of the students and the District.

- B. Lunch for Teacher Aides and Licensed Teacher Assistants will be at least thirty (30) minutes long and, when possible, will be scheduled between 11:00 a.m. and 1:00 p.m.
- C. The Driver/Mechanic shall remain at the school during "regular runs" in order to service breakdowns.
- D. On days when the District officially closes because of snow, ten (10) and eleven (11) month employees shall not be required to work and there shall be no loss of pay. Such employees required to work shall receive compensatory time off or another day's pay, at the discretion of the Superintendent or his/her designee, in lieu thereof.
- E. All full-time employees (excluding bus drivers) will be required to be present on conference days.
- F. The workday and work week chart is included in the Hiring Steps chart at the end of this contract.
- G. Night shift includes 1/2 hour dinner break when the majority of the shift is worked after 4:00 p.m.
- H. Full-time teaching assistants shall be provided sixty (60) minutes of planning time per week for the purpose of reviewing lesson plans and student progress with their supervising teacher or other appropriate personnel.
- I. Maintenance/Security Watch Overtime shall be rotated on the basis of seniority among maintenance, cleaner, driver/cleaner personnel who have completed the District supplied security training. All members of these job titles shall be afforded the opportunity to complete the security training and become eligible for this overtime assignment.

Each year, the initial rotation list will be in order of seniority, with the most senior employee, from these job titles, on the top of the list. The District will assign this overtime from the top of this list. When the employee accepts or declines the overtime, his/her name goes to the bottom of the list to begin the rotation, again.

**ARTICLE V**  
**DISCIPLINE**

- A. All employees shall have Civil Service Protection as provided under Section 75 of the Civil Service Law.
- B. Licensed Teaching Assistants are provided for under Education Law 3020-a.

**ARTICLE VI**  
**SICK LEAVE**

Effective 7/1/06:

- A. All ten (10) month employees will have ten (10) days sick leave per year accumulated at a rate of one (1) day per month of employment. Unused sick days will accumulate to a maximum of two hundred and twenty (220) days.
- B. All eleven (11) month employees will have eleven (11) days sick leave per year accumulated at a rate of one (1) day per month of employment. Unused sick days will accumulate to a maximum of two hundred and thirty (230) days.
- C. All twelve (12) month employees will have twelve (12) days sick leave per year accumulated at a rate of one (1) day per month of employment. Unused sick days will accumulate to a maximum of two hundred and fifty (250) days.
- D. The employee's accumulated sick days shall be written on one of their first three pay checks.
- E. Prior to retirement, employees who qualify for retirement benefits shall be paid twenty-five dollars (\$25.00) for every day of unused sick leave. The District will allow employees to contribute this payment to their voluntary 403(b) accounts.

For purposes of this clause only, an employee shall be defined as qualified for retirement if he/she has attained the age of fifty-five (55) and has worked continuously for the Schenevus Central School District for at least five (5) consecutive years immediately preceding his/her retirement.

- F. All 12 month .5 FTE employees will receive a prorated benefit of 6 sick days accumulated at a rate of one .5 day per month. Unused sick days will accumulate to a maximum of eighty (80) days.
- G. The District will provide all part time aides with five (5) prorated days of sick leave each year. Example: If the regular workday for an Aide is 2 hours, and they are out sick they are paid 2 hours. Unused sick days will accumulate to a maximum of two hundred and twenty (220) days.
- H. A Sick Leave Bank will be established and operate as follows:  
The Sick Leave Bank will be maintained by elected officers of the union and two appointees from the bargaining unit. Employees will be eligible to participate after two years of continuous service in the District. The enrollment period for each year will be Sept. 1 - Sept. 15.

Deposits and withdrawals for the Sick Leave Bank will be in "hours" since the length of workdays, established by the District, varies by job title.

An initial deposit (in hours), the equivalent of three regular workdays will be required of each employee, enrolling in the Bank for the first time. These deposits must be made during the enrollment period, Sept. 1 - Sept. 15. Once a member, the employee will deposit (in hours) the equivalent of one regular workday for the next three consecutive years. These deposits must be made between Sept. 1 - Sept. 15.

Members who withdraw from the Sick Bank will forfeit contributed days.

Withdrawals from the Sick Leave Bank will be restricted to extended catastrophic illness, requiring medical attention. Participating members may borrow hours only after their accumulated sick leave time has been depleted.

Applications for withdrawals from the Sick Leave Bank should be submitted as soon as the need becomes apparent. Applications must include the physician's diagnosis, probable length of absence and be signed by the employee and his/her physician.

The District and the employee will receive written notification of approval for withdrawal.

As a Sick Leave Bank member, one may borrow (in hours) a maximum equivalent to 10 regular workdays during one contract year. Any individual whose illness extends into the next contract year must reapply to the Bank. Withdrawals must be repaid to the bank (in hours) the equivalent of three regular workdays per year until the loan is repaid in full.

If the Sick Leave Bank falls to 40 hours in a contract year, participating members will be notified and will agree, in writing, to contribute hours to equal two workdays.

In no event will the denial of use of the Sick Leave Bank be a subject under the Grievance procedures of this agreement.

A written annual report will be submitted to the District Superintendent by September 30.

#### ARTICLE VII PERSONAL LEAVE

- A. Each member of the bargaining unit will have three (3) days of personal leave per year. A written notice for personal leave is made to the Superintendent or his/her designee three (3) days prior to the leave. In the case where such notice cannot be given, employees will be required to give reasons to the Superintendent or his/her designee. Unused personal leave days will be converted to and accumulated as sick leave on each June 30th. All .5 FTE employees will receive 1 1/2 personal days per year.
- B. Requests for personal leave are to be made on the District's Personal Leave Request Form #100.
- C. Personal leave days will be granted only for personal business which cannot be conducted at a time other than the employee's normal working hours. Personal leave days will not be used for the purpose(s) of extending weekends, holidays, vacation or for recreation or other employment for financial gain.

**ARTICLE VIII**  
**FAMILY ILLNESS/BEREAVEMENT**

- A. Each member of the bargaining unit shall be entitled to five (5) days per year in case of illness or death in the immediate family. Absence in excess of five (5) days may be deducted from accumulated sick leave, at the discretion of the Chief School Officer.
- B. For the purpose of illness, immediate family shall be defined as an employee's mother, father, children and spouse including natural, foster, in-laws or step.
- C. For the purpose of bereavement, immediate family shall be defined as an employee's mother, father, grandparents, children, siblings and/or spouse, including natural, foster, in-laws or step; and other relatives/friends who reside in the employee's household.
- D. All 12 months .5 FTE employees will receive 2 1/2 Family Illness/Bereavement Days per year.

**ARTICLE IX**  
**HOLIDAYS**

- A. The following holidays shall be allowed as days off with pay:

New Year's Day	Christmas
Martin Luther King Day	President's Day
Memorial Day	Good Friday
Labor Day	Independence Day
Thanksgiving	Columbus Day
Day after Thanksgiving	Veterans' Day
- B. If the holiday falls on a Saturday, the previous Friday will be given. If the holiday falls on Sunday, the following Monday will be given, except that this may not interfere with the normal operation of the school. In the event this occurs, the employee and Employer will arrive at a mutual agreement as to what date may be taken.
- C. If the school district must reschedule or eliminate Holiday dates due to emergencies, (i.e. to make-up a snow day), affected 12 month employees are allowed the following:

1. The 12 month employee may take the scheduled day as a Holiday if his/her absence does not interfere with the normal operation of the school.
2. The 12 month employee will work the Holiday and receive compensation at time and one-half his/her wage for the day.
3. The 12 month employee will work the Holiday and receive one and one half additional vacation days, which must be taken by June 30 of the school year.

#### **ARTICLE X** **VACATION**

- A. New full-time employees may choose 5 days of vacation after 6 months of service, followed by 5 more days at the end of their first year of employment or 10 days after completing their first year of employment.
- B. All non-teaching personnel who have five (5) or more years of service and work on a twelve (12) month basis will be granted three (3) weeks vacation. This vacation may not be three (3) continuous weeks, but may be taken one (1) week during the school year and two (2) weeks during the summer recess.
- C. All non-teaching personnel who have fifteen (15) or more years service and work on a twelve (12) month basis will be granted four (4) weeks vacation. This vacation may not be four (4) continuous weeks, but may be taken two (2) weeks during the school year and two (2) weeks during the summer recess.
- D. The employee may request vacation days in other than one (1) week blocks, provided such request will not interfere with the operation of the school.
- E. All 12 month .5 FTE employees will receive 5 days of vacation, apportioned as in Section A.
- F. All 12 month employees are required to use five (5) consecutive days of vacation leave during the summer student vacation period.

- G. Effective July 1, 1997, all employees will be allowed to carry over a maximum amount of fifteen (15) vacation leave days into the new school year. When an employee exceeds this amount on the following July 1, the District will pay the employee his/her regular daily rate for each day exceeding the maximum. The District will pay this in the second full pay period in July.
- H. The District will allow retiring employees the option to contribute accumulated vacation pay to their voluntary 403(b) prior to retirement.

#### ARTICLE XI DISCRETIONARY LEAVES OF ABSENCE

Employees who desire a long-term leave of absence without pay may submit a request to the Superintendent for his/her consideration and determination. The decision of the Superintendent is final.

#### ARTICLE XII HEALTH INSURANCE

The District will provide the Blue Cross-Blue Shield Plan CUB-301 and Major Medical including optical plan rider in accordance with Article XII. If the District is considering changing health plans, the District will meet and negotiate with the CSEA Unit 8103.

- A. The employee's contribution towards the full District cost of health insurance premiums shall be as follows:

	<u>Individual</u>	<u>Family</u>
Effective 7/1/06:	5% of individual premium	8% of family premium
Effective 7/1/07:	5% of individual premium	9% of family premium
Effective 7/1/08:	5% of individual premium	10% of family premium
Effective 7/1/09:	5% of individual premium	10% of family premium

The District will contribute the balance of the total health insurance premium.

Where both spouses are employed by the District and are otherwise eligible for health insurance benefits, these employees have the option to select one



family plan in which case, one spouse will receive one thousand eight hundred and seventy-five dollars (\$1,875) per year compensation in lieu of an additional health insurance benefit, or the employees will have the option to select two individual plans, in which case no additional compensation will be provided in lieu of health insurance benefit.

B. Health Insurance Buy Out

Employees who have the District's health insurance will have the opportunity to sell their individual or family health insurance plan benefit back to the District.

The District will pay the employee one thousand eight hundred and seventy-five dollars (\$1,875) each year that the employee chooses not to have the District's health insurance.

In order to qualify for the buy out the employee must have an alternative health insurance plan and complete the health insurance option form appended to this agreement (Appendix B).

Employees who lose coverage under the alternative health insurance plan will be able to rejoin the District's health insurance plan immediately and shall be required to reimburse the District a prorated portion of the buy out amount.

The District will provide an IRS Section 125 Plan for the purpose of protecting employee health insurance benefits from taxes.

Employees who wish to discontinue the buy out option will have the opportunity to rejoin the District health insurance plan annually during one of the annual window periods for choosing health insurance coverage.

- C. Full-time employees with one (1) year or more of service as of July 1, 1978 are eligible for health insurance upon retirement directly from service at Schenevus Central School District. Part-time employees with twelve (12) years or more of service as of July 1, 1978 are eligible for health insurance upon retirement directly from service at Schenevus Central School District.
- D. All Employees who have attained the age of fifty-five (55) and who retire directly from the District after five (5) or more continuous years of service on or after July 1, 1988 shall be allowed to purchase, at group rates, the

health insurance coverage (e.g. individual or family) in effect at the time of their retirement.

Where both spouses are employed by and/or retired from the District, only one shall receive a health insurance benefit. If one spouse is employed by the District, that spouse shall receive the health insurance benefit for employees. Retired employees will not receive the health insurance buyout in lieu of insurance coverage

If both are retired and one spouse dies, the remaining spouse may purchase the District health insurance plan at the group rate.

E. Health Insurance Upon Retirement:

For all unit employees hired after July 1, 1977 and who retire subsequent to June 30, 2002, the District will pay one thousand five hundred dollars (\$1,500) each year towards the District's health insurance plan for retirees. Employees must have no less than 20 years of continuous service to receive this benefit. Employees who retired prior to July 1, 2002 will continue their benefit as is currently in effect.

For all unit employees hired after July 1, 1977 and who retire subsequent to June 30, 2006, the District will pay one thousand five hundred dollars (\$1,500) each year towards the District's health insurance plan for retirees OR will reimburse seven hundred fifty dollars (\$750) for the purchase of other insurance. This reimbursement will occur in June with the retiree providing documentation of enrollment and payment for the outside insurance. This reimbursement can be used for Medicare Part B or Medicare Part D or any other type of health insurance, including vision or dental. Employees must have 20 years of continuous service to receive this benefit.

- F. In the event that an agreement is reached between the Schenevus Central School District and the Schenevus Teachers' Association to the effect that an increase in the District's share of dependent's cost is realized, employee members of this bargaining unit shall automatically accrue the same increase in the District's share of dependent's cost coverage for the duration of this contract.

**ARTICLE XIII**  
**LIFE INSURANCE**

The District shall make available to bargaining unit members the life insurance benefit of ten thousand dollars (\$10,000) in accordance with the practice(s) in effect as of July 1, 1988.

**ARTICLE XIV**  
**BUS DRIVER LICENSING**

The District agrees to reimburse full-time bus driver employees up to seventy dollars (\$70.00) toward costs related to obtaining necessary initial state-mandated driver licensing (CDL). Said reimbursement will be made only after the bus driver has been continuously employed in said position at the Schenevus Central School District for a minimum of one year.

**ARTICLE XV**  
**PHYSICAL EXAMINATION**

- A. The School District will pay for required pre-employment and annual physical examinations. This School District will either appoint or approve the doctor in all instances.
- B. Cafeteria employees and school bus drivers shall have physical examinations annually pursuant to applicable law.
- C. For the safety of all employees, the District will annually provide training, immunization and necessary safety equipment for all employees in accordance with, but not to exceed the requirements of the Public Employees' Safety and Health Act (PESHA).

**ARTICLE XVI**  
**SENIORITY**

- A. Seniority is defined as the length of continuous service since the last date of hire with the school district within the bargaining unit recognized by this agreement. Such seniority shall be applicable in case of layoff, recall, transfer and demotion.

- B. Seniority in a job title is defined as the length of continuous service in a specific job title. Seniority in a job title shall be applicable in the selection of vacation time, assignment of overtime, and assignment of additional hours. In the case of a split title, i.e. driver/cleaner, seniority shall be considered by specific title. For instance, Driver 10 years--Cleaner 8 years; and Groundskeeper 8 years--Cleaner 3 years.
- C. Seniority is a promotion factor, but not the final determining factor.
- D. Layoffs
1. Non-Competitive and Labor Classes
    - a. Permanent employees in the non-competitive class and labor class, if laid off will be laid off within title on the basis of seniority with the least senior employee laid off first. No employee shall displace any other employee having greater seniority or retention standing.
    - b. Full-time Permanent Employees
      - (1) Horizontal displacement - Permanent full-time employees who are laid off or whose positions are abolished may displace the least senior full-time employee in the same title provided the displaced employee has less seniority or retention standing.
      - (2) Retreat - Permanent full-time employees who are laid off or whose positions are abolished may displace a non-competitive or labor class employee in a lower paid title formally held on a permanent basis by the employee provided the displaced employee has less seniority or retention standing.
      - (3) Horizontal displacement, Full Time to Part-Time - If an employee is unable to horizontally displace or retreat to a full time position as described in (1) and (2) above, a full timer may bump the least senior part-time employee holding the same title provided the displaced part-time employee has less seniority or retention standing.
      - (4) Retreat, Full Time to Part-Time - If an employee is unable to horizontally displace or retreat to a position as described in (1), (2), and (3) above, a full timer may displace a part-time non-competitive or labor class employee in a lower paid title formerly held on a

permanent basis by the employee, provided the displaced part-time employee has less seniority or retention standing.

c. Part-Time Permanent Employees

(1) Horizontal displacement - Permanent part-time employees who are laid off or whose positions are abolished may displace the least senior part-time employee in the same title provided the displaced employee has less seniority or retention standing.

(2) Retreat - Permanent part-time employees who are laid off or whose positions are abolished may displace a non-competitive or labor class part-time employee in a lower paid title formerly held on a permanent basis by the employee provided the displaced employee has less seniority or retention standing.

d. Recall

Employees, who are laid off, reduced in grade level or who accepted a position with fewer hours of work shall have their names placed on a recall list in order of seniority. This list will remain in effect for 4 years. When vacancies occur, employees whose names appear on the list will have preference based on their seniority over all applicants. The most senior employee will be recalled first.

2. Competitive Class Employees

Competitive class employees retain all the rights contained in Section 80 of the Civil Service Law, the Otsego County Civil Service Rules and any other applicable laws, rules, and regulations.

3. Unclassified Service

a. Employees in the unclassified service, such as Teacher Assistants, retain all the rights under Section 2510 of the Education Law and any other applicable laws, rules, and regulations.

b. Retreat - In addition, full-time employees who are laid off or whose positions are abolished may displace the least senior full-time employee in a non-competitive or labor class title in a lower paid title formerly held on a permanent basis by the

employee provided the displaced employee has less seniority or retention standing. If there is no full time position with a less senior employee a full timer may bump the least senior part-time employee provided the displaced employee has less seniority or retention standing.

4. The parties agree that they will meet at the time of a proposed layoff to negotiate any issues not addressed by the above language.
5. In cases of retreat in the Labor Class, Non-Competitive Class, and the Unclassified Service, the District will calculate new salary by starting with the last salary the employee earned in the previously held title and adding the negotiated raises as though the employee never left the title.

#### **ARTICLE XVII** **RETIREMENT**

- A. All non-teaching personnel will be eligible for Section 75-1 of the New York State Employees' Retirement System, commonly called the "20 Year Career Plan". Licensed Teaching Assistants are covered under the New York State Teacher's Retirement System.
- B. Any unit employee who retires and meets the requirements contained in this section shall be entitled to receive this benefit:
  - Based on 10 years of continuous service to the Schenevus School District
  - Eligible for benefits under provisions of the appropriate NYS retirement system upon leaving employment
  - Submission of an irrevocable letter of resignation six (6) months prior to effective date of retirementThose who satisfy these criteria will receive either the equivalent of three regular bi-weekly paychecks or a lump sum of three thousand dollars (\$3,000), whichever is greater as a retirement bonus. Payment of this bonus shall be made in a lump sum by the first pay period of August immediately following the effective date of retirement. The District will allow employees the option of depositing any retirement bonuses to their 403(b) plans before retirement.

**ARTICLE XVIII**  
**EMPLOYEE EVALUATION AND PROBATIONARY PERIOD**

**A. Evaluation of Unit Employees (Non-Teaching Assistants)**

**1. Purpose**

The purpose of evaluation will be to aid the employee in the improvement of job performance. This evaluation will be the result of supervisory observation and performance in areas related to the employee's work assignment.

- 2.** The supervisory personnel responsible for the evaluation of the employee shall acknowledge the right of the employee to:
  - a. Know how well he/she is performing the duties and responsibilities of his/her position.
  - b. Know the areas in which improvement is needed.
  - c. Have a candid appraisal of his/her work.
  - d. Discuss his/her evaluation reports with the supervisor.
  - e. Seek and receive supervisory assistance when needed.
- 3.** Every employee will receive written evaluation once a year by June 30th.
- 4.** Employees will have the right, upon request, to review the contents of their personnel files and to make copies of documents therein. An employee will be entitled to have a representative of C.S.E.A. accompany him/her during such a review. The employee will also have the right to make a written response to derogatory material and his/her answer shall be attached to the file copy.
- 5.** The employee will acknowledge that he/she has had the opportunity to review the evaluations by affixing his/her signature to the document(s).
- 6.** Evaluations which were not completed during the respective fiscal year (July 1st thru June 30th) shall not be used in a disciplinary proceeding.

**B. Evaluation of Teaching Assistants**

The observation and evaluation of a Teaching Assistant is undertaken in order to improve his/her instructional practices/performance.

1. The principal or his/her designee responsible for the evaluation of a Teaching Assistant will acknowledge the right of the employee to:
  - a. know how well he/she is performing the duties and responsibilities of his/her position.
  - b. know the areas in which improvement is needed.
  - c. have a candid appraisal of his/her work.
  - d. discuss his/her evaluation reports with the Principal or his/her designee.
  - e. seek and receive supervisory assistance when needed.
2. The observation evaluation form will be jointly developed by the CSEA Bargaining Unit and the Superintendent. However, it is recognized that the criteria is subject to change by the District.
3. Tenured Teaching Assistants will receive one formal, written evaluation each year, by the Building Principal or his/her designee.
4. Non-Tenured Teaching Assistants will receive a minimum of two formal observations per year, using the approved form.

The first formal observation will be scheduled with the Teaching Assistant. For the subsequent formal observation, the Teaching Assistant will be notified that such observation will occur during a specific week, at least two school days prior to that week.

5. A conference will be held between the Teaching Assistant, the evaluator and the Principal within five school days of the observation or on a date mutually agreed upon by both. The Teaching Assistant will be given a copy of the written evaluation at least one day before this conference and will acknowledge that he/she has had the opportunity to review the written evaluation by signing the evaluation form.

No material derogatory to a teaching assistant's conduct, service, character or personality will be placed in his/her personnel file unless the teaching assistant has had an opportunity to review the material.



The teaching assistant will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature which in no way indicates agreement with the contents thereof. The teaching assistant will also have the right to submit a written answer to such material and the answer shall be attached to the file copy.

6. A Teaching Assistant will have the right, upon request, to review the contents of his/her personnel files and to make copies of documents therein at his/her expense. The Teaching Assistant will be entitled to have a representative of CSEA accompany him/her during such a review.

C. Probationary Period

The Schenevus Central School District will follow the Otsego County Civil Service Commission rules and regulations regarding probationary periods for all employees covered by this Agreement. Licensed Teaching Assistants are covered by appropriate NYS tenure laws.

## ARTICLE XIX

### GRIEVANCE PROCEDURES FOR NON-TEACHING PERSONNEL

A. Declaration of Policy

In order to establish a more harmonious and cooperative relationship between non-teaching personnel, administrators and members of the Board of Education, which will enhance the educational program of the Schenevus Central School District, Town of Maryland, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of non-teaching personnel pursuant to established rules, regulations and policies of the District. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.

B. Definitions

1. Employee shall mean any person other than teaching personnel.
2. Administrator shall mean any person responsible for or exercising any degree of supervision or authority over another employee.
  - a) Chief Administrator shall mean the Superintendent of the District.

- b) Immediate Supervisor shall mean the administrator to whom the employee is directly responsible (i.e. vice principal, head custodian, cafeteria manager).
- 3. Representative shall mean the person or persons designated by the aggrieved employee as his/her counsel or to act on his/her behalf.
- 4. Grievance shall mean any claimed violation, misinterpretation or inequitable application of the contract or any existing laws, rules, regulations or policies which relate to or involve the employee in the exercise of the duties assigned to him/her.

C. Basic Principles

- 1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
- 2. An employee shall have the right to present a grievance in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- 3. An employee shall have the right to be represented at any stage of the procedures by a person or persons of his/her own choice.
- 4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
- 5. All hearings shall be confidential.
- 6. It shall be the responsibility of the Chief Administrator of the District to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.
- 7. These procedures may be amended only after all employees have had an opportunity to react to and express their views regarding such proposed amendments.
- 8. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations and policies which relate to or affect the employee in the performance of his/her assignment. They are not designed to be used for changing such rules or establishing new ones.
- 9. Any employee within the bargaining unit on behalf of him/herself and others similarly situated, or the Unit President, shall have the right to file a grievance when more than one (1) employee is affected.

10. The President of the Schenevus Unit of the C.S.E.A. shall be granted a reasonable amount of time on the job to investigate and process grievances. This time will only be used if essentially necessary and if it does not interfere with the normal and safe operation of school functions.

D. Procedures

1. Informal Stage

The aggrieved employee shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee. The immediate supervisor shall render his/her determination to the aggrieved employee within five (5) school days after the grievance has been presented to him/her.

If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the formal stage.

2. Formal Stage

- a. Within five (5) school days after a determination has been made at the preceding stage, the aggrieved employee may make a written request to the Chief Administrator or his/her designee for review and determination. If the Chief Administrator designated a person to act on his/her behalf, he/she shall also delegate full authority to render a determination on his/her behalf.
- b. The Chief Administrator or his/her designee shall immediately notify the aggrieved employee, immediate supervisor and any other administrator previously rendering a determination in the case to submit written statements to him/her within five (5) school days, setting forth the specific nature of the grievance, the facts relating thereto and the determination(s) previously rendered. Within ten (10) school days after receiving said statements, the Chief Administrator shall render his/her determination.

3. Board Stage

The aggrieved employee may, within five (5) school days of the determination by the Chief Administrator, make a written request to the Board of Education for review and determination. All written statements and records of the case shall be submitted to the President of the Board of Education by the Chief Administrator. The Board of Education may hold a hearing to obtain further information regarding the case. The Board of Education shall render a final decision within ten (10) school days after receiving the request for review.

**ARTICLE XX**  
**JOB DESCRIPTION**

Any job descriptions attached to this Agreement are for informational purposes only.

**ARTICLE XXI**  
**BARGAINING UNIT**

The Employer agrees that the Union shall be the sole and exclusive representative for all of the employees of the Employer, excluding the Superintendent, the Building Principal, the Treasurer, the Superintendent's Secretary, the teachers, the Superintendent of Buildings and Grounds and the Principal's Secretary.

**ARTICLE XXII**  
**DUES DEDUCTION**

- A. The Civil Service Employees' Association, Inc., shall have exclusive rights to payroll deduction of dues and Union sponsored insurance and benefit program premiums for employees covered by this Agreement. Such dues and premiums shall be remitted to the Civil Service Employees' Association, Inc., Capitol Station, Box 7125, Albany, New York 12224 on a payroll period basis. No other labor organization shall be accorded any payroll deduction privilege without the express consent and written authorization of the Civil Service Employees' Association, Inc.

- B. The Employer agrees to make separate deductions for membership dues and each insurance plan on a payroll period basis. The employer will provide an itemized alphabetical listing by bargaining unit showing:
1. Employee's full name
  2. Social Security number
  3. Dollar amounts deducted for membership dues
  4. Dollar amounts deducted for each separate CSEA sponsored insurance
  5. Home address
  6. Annual salary
  7. Job title
  8. Date of hire
  9. Seniority date
  10. Work location
- C. The Employer agrees to provide a separate check made payable to CSEA, Inc. for membership dues and agency shop fees and a separate check made payable to Pearl Carroll and Associates for the insurance programs.
- D. The Employer agrees that deductions for membership dues and CSEA sponsored insurance premiums will become effective with the current payroll being prepared upon receipt of notification to the employer from CSEA. Deductions for membership dues and insurance premiums will remain in effect during the term of employment of the member unless written authorization is received from the employee revoking membership and or insurance premiums. Revocation of membership dues automatically revokes insurance premiums. The employer agrees to provide to CSEA, Inc. a copy of each revocation of membership dues and/or CSEA sponsored insurance plan deductions it receives. Revocation of membership dues by a bargaining unit employee will result in the bargaining unit employee being deducted agency shop fees.

### ARTICLE XXIII ACCESS TO EMPLOYEES

- A. The Union and its designated agents shall have the sole and exclusive right to access members of the bargaining unit, during hours agreeable to the administration, to administer this Agreement and to explain the Civil Service Employees' Association's sponsored benefits and programs.

- B. The Employer further agrees that it will not knowingly permit any other labor organization or union to hold meetings for the purpose of discussing terms and conditions of employment, or be provided meeting space on property or premises owned or occupied by the Schenevus Central School District.

#### **ARTICLE XXIV INFORMATION**

- A. On the effective date of this Agreement, the Employer shall supply to the Schenevus Central School Non-Teaching Unit a list of all employees in the bargaining unit showing the employees' full name, home address, social security number, job title, work location, membership status, insurance deduction and first date of employment. Such information shall hereafter be provided to the Schenevus Central School Non-Teaching Unit on an annual basis.
- B. The Employer shall supply to the Schenevus Central School Non-Teaching Unit the name, work location and date of hire of all new employees. In addition, the Employer shall supply a list of employees who terminate their employment.

#### **ARTICLE XXV LABOR MANAGEMENT COMMITTEE**

The District and the Union agree to appoint two (2) representatives each to a labor management committee. The purpose of this committee will be to meet to discuss any items of concern to either party. Either party may request a meeting of this committee.

#### **ARTICLE XXVI JOB POSTING PROCEDURE**

The District shall post announcements of all bargaining unit vacancies for five (5) working days before permanently filling such vacancy. These postings will include the job title, minimum qualifications, and hours of the work day.

**ARTICLE XXVII**  
**OVERTIME**

The Association and the District Superintendent agree to meet during the life of the contract to discuss and agree upon ways to maximize distribution of overtime among unit members.

**ARTICLE XXVIII**  
**DEFINITIONS**

- A. Twelve (12) month employees work all regularly scheduled workdays between July 1st and June 30th, exclusive of paid leaves as provided within this Agreement.
- B. Eleven (11) month employees work all the instructional calendar and an additional twenty (20) days, exclusive of paid leaves as provided within this Agreement.
- C. Ten (10) month employees work the instructional calendar.
- D. The District by defining the above does not waive any rights it has under the law to designate whether a position shall be classified as a twelve (12), eleven (11) or ten (10) month position.

**ARTICLE XXIX**  
**NON-DISCRIMINATION**

- A. The Schenevus Central School District declares that the School District will not discriminate on the basis of sex, race, religion, age, national origin, handicapping conditions or any other human difference. This policy will prevail in all matters concerning employment or the employment conditions of staff, opportunities and programs offered to students, its relationship with the public, establishment of educational programs, services and with individuals with whom the School District does business.
- B. It will be the continuing policy and philosophy of this School District to ensure fair and equitable educational and employment opportunities to all of the students and employees of the District.

**ARTICLE XXX**  
**TAX SHELTERED ANNUITIES**

The District will provide all unit employees the opportunity to participate in a Tax Sheltered Annuity Plan.

**ARTICLE XXXI**  
**AGENCY FEE**

- A. The Civil Service Employees Association, Inc., having been recognized as the exclusive representative of employees within the bargaining unit represented by this agreement, shall have agency shop fee deductions made from the wage of salary of employees of said bargaining unit who are not members of CSEA, in an amount equivalent to the membership dues levied by the Civil Service Employees Association, Inc. The employer shall make a separate deduction for agency shop fees and remit the amount so deducted with an itemized alphabetical listing by bargaining unit showing:
1. Agency shop fee payor's full name
  2. Social Security number
  3. Dollar amount deducted for agency shop fees
  4. Home address
  5. Annual salary
  6. Job title
  7. Date of hire
  8. Seniority date
  9. Work location
- B. A check made payable to CSEA, Inc. covering the membership dues and agency shop fee deductions along with the listing will be forwarded by the employer at the close of each pay period to:

Civil Service Employees Association, Inc.  
Capitol Box 7125  
Albany NY 12224

Agency shop fee deductions will commence from the employee's first paycheck and continue until such time as CSEA notifies the employer to commence membership dues deductions.



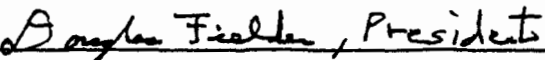
THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective representative on \_\_\_\_\_, 2006.

FOR THE DISTRICT

  
Ed Shultis, Superintendent

6/27/06  
Date

, President  
Board of Education

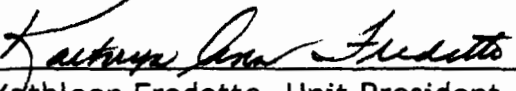
6/27/06  
Date

FOR CSEA

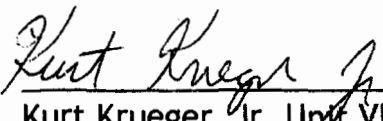
  
Gerald Phelan  
Labor Relations Specialist

6/30/06  
Date

The members of the CSEA Team were:

  
~~Kathleen~~ Fredette, Unit President  
KATHRYN

7-18-06  
Date

  
Kurt Krueger, Jr. Unit VP

7/18/06  
Date



## APPENDIX A: HIRING STEPS

Schedules for each year of the contract will be included in the contract language.

### *Hiring Steps 2006/2007*

Title	Monday - Friday Work Day	Step 1	Step 2	Step 3
<b>12 Month Employees</b>				
Director of Transportation	8 hours	\$37,968	\$39,772	\$41,661
Head Custodian	8 hours	\$28,477	\$29,830	\$31,247
Assistant Bus Mechanic/Driver	8 hours	\$23,260	\$24,365	\$25,522
Stenographer	7.5 hours	\$22,889	\$23,977	\$25,115
Account Clerk/Typist	7.5 hours	\$20,606	\$21,585	\$22,610
Maintenance Person	8 hours	\$20,986	\$21,983	\$23,027
Bus Driver/Cleaner	8 hours	\$19,786	\$20,726	\$21,710
Cleaner	8 hours	\$18,814	\$19,707	\$20,643
<b>10 Month Employees</b>				
Cook/Manager	8 hours	\$17,788	\$18,632	\$19,518
Licensed Teaching Assistant	6.5 hours	\$14,298	\$14,977	\$15,688
Licensed Practical Nurse	6.5 hours	\$14,298	\$14,977	\$15,688
Teacher Aide	6.5 hours	\$12,433	\$13,024	\$13,642
Food Service Worker	6 hours	\$9,792	\$10,257	\$10,744
Food Service Worker	8 hours	\$13,055	\$13,675	\$14,325
Bus Driver	2 hours	\$7,696	\$8,062	\$8,445

Part-time aides and food service helpers receive a proration of step 1, 2, or 3.

Schedules for each year of the contract will be included in the contract language.

## ***Hiring Steps 2007/2008***

<b>Title</b>	<b>Monday - Friday Work Day</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>12 Month Employees</b>				
Director of Transportation	8 hours	\$37,968	\$39,772	\$41,661
Head Custodian	8 hours	\$28,477	\$29,830	\$31,247
Assistant Bus Mechanic/Driver	8 hours	\$23,260	\$24,365	\$25,522
Stenographer	7.5 hours	\$22,889	\$23,977	\$25,115
Account Clerk/Typist	7.5 hours	\$20,606	\$21,585	\$22,610
Maintenance Person	8 hours	\$20,986	\$21,983	\$23,027
Bus Driver/Cleaner	8 hours	\$19,786	\$20,726	\$21,710
Cleaner	8 hours	\$18,814	\$19,707	\$20,643
<b>10 Month Employees</b>				
Cook/Manager	8 hours	\$17,788	\$18,632	\$19,518
Licensed Teaching Assistant	6.5 hours	\$14,298	\$14,977	\$15,688
Licensed Practical Nurse	6.5 hours	\$14,298	\$14,977	\$15,688
Teacher Aide	6.5 hours	\$12,433	\$13,024	\$13,642
Food Service Worker	6 hours	\$9,792	\$10,257	\$10,744
Food Service Worker	8 hours	\$13,055	\$13,675	\$14,325
Bus Driver	2 hours	\$7,696	\$8,062	\$8,445

**Part-time aides and food service helpers receive a proration of step 1, 2, or 3.**

Schedules for each year of the contract will be included in the contract language.

## *Hiring Steps 2008/2009*

<b>Title</b>	<b>Monday - Friday Work Day</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>12 Month Employees</b>				
Director of Transportation	8 hours	\$37,968	\$39,772	\$41,661
Head Custodian	8 hours	\$28,477	\$29,830	\$31,247
Assistant Bus Mechanic/Driver	8 hours	\$23,260	\$24,365	\$25,522
Stenographer	7.5 hours	\$22,889	\$23,977	\$25,115
Account Clerk/Typist	7.5 hours	\$20,606	\$21,585	\$22,610
Maintenance Person	8 hours	\$20,986	\$21,983	\$23,027
Bus Driver/Cleaner	8 hours	\$19,786	\$20,726	\$21,710
Cleaner	8 hours	\$18,814	\$19,707	\$20,643
<b>10 Month Employees</b>				
Cook/Manager	8 hours	\$18,632	\$19,470	\$20,347
Licensed Teaching Assistant	6.5 hours	\$14,977	\$15,651	\$16,355
Licensed Practical Nurse	6.5 hours	\$14,977	\$15,651	\$16,355
Teacher Aide	6.5 hours	\$13,024	\$13,610	\$14,223
Food Service Worker	6 hours	\$10,257	\$10,719	\$11,201
Food Service Worker	8 hours	\$13,675	\$14,290	\$14,933
Bus Driver	2 hours	\$8,062	\$8,425	\$8,804

**Part-time aides and food service helpers receive a proration of step 1, 2, or 3.**

**Each year, step 2 becomes the new step 1. Step 2 and 3 are calculated by increasing the new step 1 by the % increase of the general raise.**

Schedules for each year of the contract will be included in the contract language.

## *Hiring Steps 2009/2010*

<b>Title</b>	<b>Monday - Friday Work Day</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>12 Month Employees</b>				
Director of Transportation	8 hours	\$37,968	\$39,772	\$41,661
Head Custodian	8 hours	\$28,477	\$29,830	\$31,247
Assistant Bus Mechanic/Driver	8 hours	\$23,260	\$24,365	\$25,522
Stenographer	7.5 hours	\$22,889	\$23,977	\$25,115
Account Clerk/Typist	7.5 hours	\$20,606	\$21,585	\$22,610
Maintenance Person	8 hours	\$20,986	\$21,983	\$23,027
Bus Driver/Cleaner	8 hours	\$19,786	\$20,726	\$21,710
Cleaner	8 hours	\$18,814	\$19,707	\$20,643
<b>10 Month Employees</b>				
Cook/Manager	8 hours	\$19,470	\$20,346	\$21,262
Licensed Teaching Assistant	6.5 hours	\$15,651	\$16,355	\$17,091
Licensed Practical Nurse	6.5 hours	\$15,651	\$16,355	\$17,091
Teacher Aide	6.5 hours	\$13,610	\$14,222	\$14,862
Food Service Worker	6 hours	\$10,719	\$11,201	\$11,705
Food Service Worker	8 hours	\$14,290	\$14,933	\$15,605
Bus Driver	2 hours	\$8,425	\$8,804	\$9,200

Part-time aides and food service helpers receive a proration of step 1, 2, or 3.

Each year, step 2 becomes the new step 1. Step 2 and 3 are calculated by increasing the new step 1 by the % increase of the general raise.

**APPENDIX B**

**SCHENEVUS CENTRAL SCHOOL DISTRICT**

**And**

**CSEA, Inc. Local 1000, AFSCME, AFL-CIO**

**HEALTH INSURANCE OPTION FORM**

TO THE SUPERINTENDENT:

I, \_\_\_\_\_ certify that I have read the procedures relating to the Health Insurance Buyout Option.

I have indicated below the option that I am electing for the \_\_\_\_\_ school year.

1. ( ) I am currently enrolled in the family health insurance coverage and elect to have no coverage. I herewith submit proof of alternative health insurance coverage and the executed waiver below.
2. ( ) I am currently enrolled in the individual health insurance coverage and elect to have no coverage. I herewith submit proof of alternative health insurance coverage and the executed waiver below.
3. ( ) I currently do not have health insurance coverage with the District, and I wish to continue my election of no insurance. I herewith submit proof of alternative health insurance coverage and the executed waiver below.
4. ( ) I am a new employee, and I wish to have no insurance. I herewith submit proof of alternative health insurance coverage and the executed waiver below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

**DECLINATION OF MEDICAL INSURANCE AND WAIVER OF LIABILITY**

I, \_\_\_\_\_ certify that I have been advised of the availability of the medical benefits available. I chose to elect no insurance and agree to pay for all uninsured medical costs. I further agree that the Schenevus Central School District shall not be liable for any uninsured medical costs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature





## APPENDIX C: TEACHING ASSISTANT EVALUATION FORM

SCHENEVUS CENTRAL SCHOOL  
SCHENEVUS, NY 12155

### TEACHING ASSISTANT EVALUATION

Name: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

Building Principal

Date: \_\_\_\_\_

S = Satisfactory; U = Unsatisfactory; NA = Not Applicable

S	U	NA	
			1) Shows ability to speak and write clearly and effectively
			2) Demonstrates knowledge of subjects taught.
			3) Demonstrates knowledge of curricula, teaching materials and methods, as required.
			4) Responds effectively to suggestions for improvement.
			5) Can maintain control of a classroom.
			6) Provides activities appropriate for the achievement of the classroom teacher's stated aims.
			7) Works effectively with pupils, encourages pupil participation.
			8) Is skillful in recognizing and providing for individual needs of students.
			9) Maintains regular attendance and meets daily obligations.
			10) Keeps accurate/legible records, as required.

What steps do the Principal and Teaching Assistant plan to take to assist the Teaching Assistant to correct deficiencies and/or improve effectiveness?

\_\_\_\_\_  
\_\_\_\_\_

General comments:

\_\_\_\_\_  
\_\_\_\_\_

Principal's signature

/ Date

Teaching Assistant signature / Date

**This page is not part of the CSEA Contract**  
**CSEA Personal Insurance Lines**  
**1-800-929-6656**

**NY State Retirement System**  
toll free 1-866-805-0990  
**<http://www.osc.state.ny.us/divisions/retire/rshomepg.htm>**

**CSEA/AFSCME Union Privilege Loan Program**  
1 (888) 235-2759, Ext. 09  
8 a.m. and 8 p.m. Mon – Fri.

**Magic Kingdom Club**  
**Six Flags Parks**  
**Anheuser Bush Theme Parks Club**  
**Universal Studios Fan Club**  
**Hershey Park**  
1- 800 -238-2539  
Identify yourself as a **CSEA/AFSCME** Local 1000 Member  
& Soc. Sec. number

**CSEA/AFSCME Union Member's Mortgage and Real Estate  
Program**  
1-800-848-6466  
8:30 a.m. to 7 p.m. Mon-Fri.

**National Ear Care Plan**  
1-800-766-3363  
9 am to 7 p.m. Mon-Fri

**Rental Car Discounts**  
20% off daily rate  
Budget 1-800 455-2848 ID# V816100  
Avis ID# B23700

**Union Plus Credit Card**  
for Application 1-800-522-4000



**Local 1000, AFSCME, AFL-CIO**  
143 Washington Ave., Albany, NY 12210

Danny Donohue, President

